

Ordinance Amending Title 10 of the Erie Municipal Code Regarding Public Hearing Notice Requirements

Town Council

Sarah Nurmela, AICP, Planning & Development Director

November 4, 2025



Overview

- Background
- Proposal
- Decision

Background

- Ordinance No. 11-2021 passed by BOT on May 25, 2021
 - Clarifying how properties are identified in notices
- Was not codified by municode
- Since then, other changes have been made to numbering and structure of the code
- A new ordinance was drafted by legal counsel to make the changes as originally intended in 2021

Background – Planning Commission

September 3, 2025

- No public comment
- Passed Resolution No. P25-12 unanimously



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Proposal

Section 1. Section 10-7-2(F)(1) of the Erie Municipal Code is hereby amended as follows:

10-7-2 – Standard development review procedures

* * *

F. *Step 6: Notice:*

1. Content of notices: Notice of all public hearings required under this Chapter shall, unless otherwise specified in this UDC: (1) identify the date, time, and place of the public hearing; (2) identify the property subject to the application ~~describe the property involved in the application by street address or by legal description and nearest cross street;~~ (3) describe the nature, scope, and purpose of the application ~~proposed action;~~ (4) indicate that interested parties may appear at the hearing and be heard; and (5) indicate where additional information on the application ~~matter~~ may be obtained.

Proposal

Section 2. Section 10-7-5(B)(1) of the Erie Municipal Code is hereby amended as follows:

10-7-5 – Rezoning.

* * *

B. Procedure: See Table 7.1, Section 10-7-2, and the User Guide for applicable review procedure and submittal requirements.

1. Step 6 (Notice): Applicable, as follows:

Published, mailed, and posted notice of public hearings on rezonings shall be provided. ~~In addition, the notice shall list the protest provisions set forth in subsection 10-7-5 B.8.c below.~~ Where the rezoning has been initiated by someone other than the property owner or their designated agent, the

Director also shall mail a notice to all owners of the property to be reclassified, as shown in the current County Assessor's records.

Proposal

Should the ordinance pass, staff will update templates and user guides to reflect the change

Notice

- Published in the Colorado Hometown Weekly on October 15, 2025
- No posting, mailing or neighborhood meetings required



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Approval Criteria – 10-7-18

- a. The proposed amendment will promote the public health, safety, and general welfare;
- b. The proposed amendment is generally consistent with the Town's Comprehensive Master Plan and the stated purposes of this UDC; and
- c. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions.

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